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1. **TRAINING GOALS** - Primary goals of all training activities conducted or sanctioned by the Department are to:

- Provide the basic skills, knowledge, and behaviors necessary to perform as a police officer.
- Ensure experienced officers are current in a constantly changing profession.
- Satisfy mandated Arizona Peace Officer Standards and Training (AzPOST) Board standards.
- Improve the efficiency and productivity of all employees.
- Develop supervisory and management skills.

2. **TRAINING NEEDS**

- A. **Resources**

- (1) All supervisors will be responsible for determining training needs within their work units and will take steps to meet those needs.
 - (2) Training needs will be met, when possible, with resources available within the Department.
 - (3) Resources used in training program development will include, but will not be limited to:
 - Inspection reports submitted by the Organizational Integrity Bureau (OIB), Department training representatives, or other personnel
 - Staff reports
 - Minutes or reports from meetings
 - Employee suggestions
 - Training Needs Committee reports
 - Training evaluations
 - Input from command officers including the Police Chief
 - Incident Review Unit (IRU)
 - Input from the AzPOST Board and other training-oriented organizations
 - Personnel investigations
 - Critical Incident Review Board
 - Disciplinary Review Board (DRB)
 - Driving Analysis Committee (DAC)
 - Training Review Committee
 - (4) Bureau/precinct supervisors will request assistance through their training representative when unable to meet training needs with bureau/precinct resources.

- B. **Training Representative's Duties**

- (1) Each bureau/precinct commander/administrator will designate an employee assigned to the bureau/precinct as the training representative.
 - (2) Bureau/precinct training representatives will be responsible for:
 - (a) Formulating roll-call-training sessions.
 - (b) Overseeing the administration of roll-call training.
 - (c) Submitting reports as requested by their division's Training Needs Committee member through the bureau/precinct commander/administrator.
 - (d) Schedule annual qualifications (AQs) to include the firearms qualification course, firearms target identification and judgment course standards, and other training deemed necessary by the Department.

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2. B. (3) Training representatives will work directly with the Training Bureau Advanced Training Detail liaison assigned to their bureau/precinct.

3. **TRAINING NEEDS COMMITTEE**

A. Members

- (1) The Training Needs Committee will consist of:

- Training Bureau assistant chief (chairperson)
- Training Bureau commander
- One bureau/precinct commander/administrator from each other division
- Advanced Training Detail lieutenant
- COB Compliance Unit lieutenant
- Advance Proficiency Training sergeant
- Firearms supervisor
- Tactical Training Detail supervisor
- One representative each from the Phoenix Law Enforcement Association (PLEA) and Phoenix Police Sergeants and Lieutenants Association (PPSLA)
- Legal Unit representative

- (2) Division representatives will be nominated by their respective assistant chief to the Police Chief, who will make final committee membership selections.

B. Responsibilities of the Committee

- Evaluation of the results of existing training programs
- Consideration of new training programs
- Determining priorities of training topics
- Reporting progress of the committee to the Police Chief, in writing, semiannually or more frequently if necessary

C. Responsibilities of the Training Bureau Commander

- (1) The Training Bureau commander will be responsible for providing training programs as directed by the committee.
- (2) The Training Bureau commander will provide the following information to the committee:
- Summary of current training programs
 - Summary of new training programs proposed by various precinct/bureau training representatives
 - Subcommittee reports

D. Training Needs Committee Meetings

- (1) Meetings will be scheduled at the discretion of the chairperson.
- (2) The Training Bureau will prepare the agenda and facilitate committee meetings as directed by the chairperson.

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4. **TACTICAL REVIEW TEAM** - Will serve as a subcommittee for the Training Needs Committee.

A. Members

- Firearms Unit - Two members based on availability, sergeant or officer
- Tactical Training Unit - Two members based on availability, sergeant or officer
- Officers involved in the incident

B. Responsibilities of the Committee

- Review and analyze selected law enforcement incidents involving use of force for training development purposes
- Review and recommend new non-lethal and less-lethal equipment options
- Review use of force statistics for training purposes

C. Training

- Officers/police supervisors must attend the training provided by the Training Bureau once the Police Chief releases them to full duty.
- The training will be scheduled approximately one week after released to full duty.
- This training is not in lieu of, or in conjunction with, any UFB or DRB process or recommendation.

5. **FIREARMS COMMITTEE** - Will review and/or consider any firearms issues that pertain to the Department.

A. Members

- An assistant chief (chairperson)
- Training Bureau commander (or designee)
- Advanced Training Detail lieutenant
- Firearms Training Detail supervisor
- Tactical Training Detail supervisor
- Special Assignments Unit (SAU) sergeant (undercover capacity)
- Airport Bureau supervisor
- Two patrol precinct supervisors (different precincts)
- Two patrol precinct officers (different precincts)
- Downtown Operations Unit (DOU) rifle training lead instructor
- PLEA representative
- PPSLA representative

B. Firearms Committee Meetings

- The Training Bureau will prepare the agenda and facilitate the committee meetings as directed and scheduled by the chairperson.

6. **TRAINING REVIEW COMMITTEE (TRC)**

A. Purpose

- (1) The TRC and TRC sub-committee will review incidents identified and selected by the TRC sub-committee Chairperson, to include all critical incidents, and identify any related training needs.
- (2) The TRC will not have the authority to make recommendations on whether or not a particular use of force involved in the incident reviewed complies with Department policy.

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6. A. (3) While the role of the committee is primarily restricted to the identification of training needs for individuals and the Department as a whole, the committee may make suggestions regarding amends to the policy.

- (a) Use of force incidents generally evolve rapidly, compelling employees to make decisions with limited time and/or information; therefore, the TRC will take into consideration the totality of the circumstances involved in the incident and decide if the training need is sufficient to justify immediate intervention.

- B. TRC Committee Members – The TRC will report to the Police Chief or designee and will consist of the following personnel:

- Training Bureau assistant chief (chairperson)
- Training Bureau commander
- Department legal advisor (or representative)
- PSB commander or designee
- SAU lieutenant
- Phoenix Regional Police Academy (PRPA) Basic Training lieutenant
- Training Bureau Proficiency Skills lieutenant
- Phoenix Police Sergeants and Lieutenants Association (PPSLA) president or representative
- Phoenix Law Enforcement Association (PLEA) president or representative.

- C. TRC Sub-Committee Members – The TRC sub-committee will consist of the below personnel and will attend the incident debriefing following a critical use of force incident:

- Officers – Tactical Training Detail officer and a patrol officer
- Sergeants – Firearms Training Detail sergeant, SAU training sergeant, Tactical Training Detail sergeant, and a patrol sergeant
- Lieutenants – Proficiency Skills lieutenant (sub-committee chairperson), SAU lieutenant, K9 Unit lieutenant, and a patrol lieutenant
- Commander – Training Bureau commander
- Department legal advisor
- Communications Bureau representative
- Any other designee selected by the sub-committee chairperson

NOTE: Patrol personnel will be selected from a pool of officers/sergeants/lieutenants as designated by the TRC sub-committee chairperson.

- D. Post Use of Force Training

- (1) Upon review of the incident by the TRC sub-committee, all involved employees (to include supervisors) will be required to attend a mandatory tactical debriefing of the incident with the assigned TRC sub-committee case agent (a Tactical Training Detail sergeant).

- At the discretion of the TRC sub-committee, personnel indirectly involved in the incident may also be required to attend the tactical debriefing.

- (2) After the tactical debriefing, the TRC sub-committee case agent and chairperson will determine if training is warranted and who require the training.

- The TRC sub-committee chairperson will complete a memorandum for each affected employee which will specify the required training.

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6. D. (3) The commander/administrator of the affected employee/s will ensure the mandatory training is completed without delay.
 - The decision for employees to complete the mandatory training before returning to their regular work assignment will be at the discretion of the employees' commander/administrator in conjunction with the Training Bureau commander.
- (4) Once the training is completed, the memorandum will be signed by the employee and the Proficiency Skills lieutenant.
 - A copy of the signed memorandum will be forwarded to the employee's supervisor, and the Training Bureau will maintain the original.

E. Training Bureau Responsibilities

- (1) The Training Bureau will be responsible for designing and delivering training based on the review and recommendations made by the TRC.
- (2) Training may include the use of scenario-based instruction when appropriate.
 - (a) The Training Bureau may develop instruction, based on the TRC review process, to be delivered at in-service training, produced as training videos, or created as a written directive for Department-wide dissemination.
 - (b) Matters deemed to be of an urgent nature will be addressed as soon as possible and will not be set aside.
- (3) The training recommendations made by the TRC may be different for supervisors and other involved employees.
- (4) The Training Bureau will ensure the employees involved in the training acknowledge they have received and are responsible for the information presented to them.

F. Officer Involved Shootings (OIS)s: TRC Year in Review and Mid-Year Reports.

- (1) The TRC sub-committee chairperson will provide a TRC year in review and mid-year report of OISs to the executive staff.
- (2) The TRC year in review and mid-year reports will include the following:
 - The number of incidents reviewed
 - Any training given in relation to each lethal force incident and how the training was distributed
 - Any trends identified in lethal force incidents and any policy revisions or improvements made as a result of the TRC review process
- (3) The TRC's primary focus will be on critical incidents; however, the TRC sub-committee chairperson, Training Bureau commander, or an assistant chief may refer incidents to be reviewed by the sub-committee.

7. TRAINING BUREAU

A. Advanced Training Detail

- (1) The Advanced Training Detail will act as liaison for Department training representatives to assist in meeting Department and work unit training needs as effectively and efficiently as possible.

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7. A. (2) The Advanced Training Detail will be responsible for:
 - (a) Obtaining and disseminating up-to-date information on all courses being offered through AzPOST Board and other agencies and institutions that normally provide law enforcement training to departmental personnel.
 - (b) Maintaining liaison with AzPOST Board in developing courses, obtaining funding, and allocating positions for Department personnel in specific training programs.
 - (c) Processing requests from training representatives for personnel to receive outside training.
 - (d) Maintaining up-to-date information on courses offered through the Employee Development Division of City Personnel.
 - (e) Maintaining computerized training records.
- B. Training Bureau Facilities
 - (1) Training Bureau facilities and resources will be made available to individual bureaus/precincts through their respective training representatives.
 - (2) Training representatives may schedule use of classrooms, auditorium, or other facilities with the Advanced Training Support Unit or the Advanced Training Detail sergeant.
8. **OUT-OF-CITY TRAINING SEMINARS, CONFERENCES, AND WORKSHOPS**
 - A. Administrative Regulation (AR) 3.41 - Establishes guidelines governing expense allowances to be granted to City employees who travel outside Maricopa County on City business, or who attend conferences and conventions within Maricopa County that last more than one day.
 - B. General Guidelines
 - (1) Overtime is not authorized for attendance to out-of-city training seminars or conferences.
 - (2) Authorization by the Police Chief and approval by the City Manager's Office is required prior to making any travel arrangements.
 - Authorization by the City Manager's Office is not required if the travel is funded solely by Employee Development Funds (Blue Card).
 - C. Employee Responsibilities
 - (1) Employees must submit a City business leave memorandum through their chain of command for approval for all in and out-of-state travel six weeks prior to the departure date. The memo will contain the following:
 - Seminar/conference information and how training will benefit the City and employee
 - Expense summary
 - Requested City business leave time (attached leave slip)
 - Source of available funds

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8. C. (2) The Fiscal Management Bureau (FMB) will generate a travel report once the travel memorandum has been approved.

- Police investigative travel requires the Police Chief's approval
- In-state travel and one day ONLY out-of-state travel require the Police Chief's approval
- Overnight out-of-state travel requires the Assistant City Manager's or designee's approval
- Travel costs exceeding \$4000 requires the City Manager's approval
- Travel outside the United States (U.S.) requires the City Manager's approval
- Travel expenses may not be reimbursed without a receipt

- (3) Travel, lodging, and seminar registration arrangements will be the responsibility of the employee.

- (4) It is the employee's responsibility to confirm the status of the seminar or conference within three working days prior to departure.

D. Employee's Responsibilities Upon Return

- (1) Employees will ensure a completed Travel Request, Authorization, and Expense Report Form 150-17D, accompanied by appropriate original receipts, are submitted to FMB within three working days of their return.

- (2) Settlement of advance payments will be made on the basis of actual expenses.

- (3) The City will not reimburse employees for purchase of alcoholic beverages or for expenses incurred by a family member traveling with the employee.

E. AzPOST Board Training Requests

- (1) The Training Bureau will coordinate AzPOST Board training requests.

- (2) AzPOST Board approved trips will not be subsidized by City funds without specific prior approval of the Police Chief.

- (3) Receipts are required for expenses when reimbursement from the AzPOST Board is requested.

9. **AZPOST BOARD TRAINING REQUIREMENTS**

- A. General Information - AzPOST Board rules require all sworn employees must complete minimum training in order to retain their certified peace officer status.

- (1) Employees who fail to meet these qualifications are subject to de-certification by AzPOST Board.

- (2) Training is offered by the Training Bureau and is scheduled by the individual's bureau/precinct training representative.

- It is the employee's responsibility to ensure minimum requirements are met and to submit appropriate documentation.

- (3) The required areas of training are listed in the following table and apply to sworn employees.

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9. B. Required Areas of Training

(1) Continuing Training	- Peace officers will complete eight hours of continuing training each calendar year beginning the year after the receipt of certified status. - The curriculum will contain material from one or more of the following topic areas: * Use of force (annually) * De-escalation and duty to render aid * Search and seizure * All Hazards/ICS (annually) * New departmental procedures and technology (annually) * Officer survival techniques * Management and supervision * Interviewing and questioning * Crime prevention * Arizona Revised Statutes (ARS) * Court decisions * Mental illness issues (once every three years) * Bias-Based Policing (annually) * Other law enforcement related topics
(2) Proficiency Training	- All peace officers below the first level supervisory position will complete eight hours of proficiency training every three years, beginning with the date they receive certified status. - The curriculum will cover one of a combination of the following topic areas: * Defensive tactics * Baton training * Tactical firearms (not firearms qualification) * Defensive driving and pursuit operations * First aid and emergency care [(cardiopulmonary resuscitation (CPR))] * Tactical operations * Skills areas unique to the agency
(3) Firearms Qualification Training	- A peace officer authorized to carry a firearm will qualify each calendar year using a service handgun. - The following components of the firearms qualification course are: * 40-shot daytime or nighttime qualification course * Target identification and discrimination course

10. **MANDATORY IN-SERVICE ADVANCED OFFICER TRAINING (AOT)**

A. Attendance at In-Service Training

- (1) Required Attendance - Attendance at in-service training is mandatory for all sworn personnel below the rank of commander.
 - Employees are required to attend yearly mandated training.
- (2) Employees Unable to Attend Scheduled In-Service Training
 - (a) When an employee is unable to attend scheduled in-service training, they will verbally notify their immediate supervisor as soon as possible and complete a memorandum that will be forwarded to the employee's commander.
 - The memorandum must include the reason the employee was unable to attend the scheduled in-service training and the date that they will be able to attend.
 - Supervisors will retain a copy of the memorandum in the employee notes.
 - (b) Supervisors will contact their bureau/precinct training representative to ensure the employee's training is rescheduled.

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10. A. (2) (c) Supervisors will notify the Advanced Training Detail sergeant of the employee's absence from the in-service training and the date the employee will be making up the training.

(3) Employees on Authorized Leave - Notification

(a) Authorized leave includes:

- Approved vacation and compensatory leave
- Approved training
- Illness or other emergency situations
- Authorized leave may include an employee's non-work days (N-days) when, in the judgment of the employee's supervisor, the reasons for requesting leave on N-days is legitimate.
- Any subpoena for court, hearing, jury duty, or grand jury attendance

- (b) The procedure listed in 9.A.(2) of this order will be followed as soon as it is evident there is a schedule conflict with authorized leave.

(4) Employees on Industrial Leave or Transitional Duty - Notification

- (a) When an employee is injured and placed on industrial leave or transitional duty for an extended period of time, they will submit the following documents to the Advanced Training Unit Records Detail:

- A memorandum submitted through the chain of command to the employee's commander including the anticipated date when the employee will be able to attend in-service training
- Submit a court continuance request

- (b) If employees are unable to complete the required documents, their immediate supervisor will be responsible for submitting the memorandum and leave notification.

(5) Failure to Attend Scheduled In-Service Training - Employees scheduled to attend in-service training will verbally notify their immediate supervisor as soon as practical when they fail to attend as directed.

- Supervisors will initiate an investigation if the employee intentionally missed their scheduled in-service training and their leave does not fall into the authorized leave categories listed in this order.
 - * Supervisors will serve the employee with a Notice of Investigation (NOI) Form 80-58DB and direct the employee to provide a memorandum at the beginning of their shift detailing the facts of why they failed to attend in-service training as directed.
 - The memorandum will be forwarded through the chain of command to the commander.

(6) Personnel Not Scheduled to Attend In-Service Training

- (a) All employees will be responsible to notify their immediate supervisor as soon as practical when they are not scheduled to attend an announced mandatory in-service training.
- (b) Notification will be made in advance of the conclusion of the in-service training to allow sufficient time for scheduling.

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10. B. Proficiency

- (1) Employees attending mandatory proficiency training must show a level of proficiency and understanding upon completion of the training.
- (2) Approved lesson plans for mandatory proficiency training will include standards which will be measurable under the objectives of the training.
 - Employees who fail to meet these training standards will be assigned mandatory remedial training in accordance with sections 10.B and/or 10.C of this order.

C. Types of In-Service Training

(1) Decentralized Training (Training provided at the bureau/ precinct level)	• Bureau/precinct commander/administrators will be responsible for conducting training within their respective commands. * Original rosters of all attendees will be sent to the Training Bureau for entry into the computerized training record files. * The Training Bureau will maintain all training rosters. • The Training Bureau will provide necessary train-the-trainers sessions. * Bureau/precinct commanders/administrators will select personnel from their commands to attend train-the-trainers classes. * Only AzPOST Board certified instructors may be authorized to instruct in-service training.
(2) Centralized Training (Training conducted by the Training Bureau)	• The Advanced Training Detail will allocate positions to each bureau/precinct as necessary to provide adequate opportunity for all affected personnel to attend. • Every effort will be made to distribute positions uniformly. • Bureau/precinct commanders/administrators will be responsible for assigning personnel to the positions allocated by the Training Bureau and to notify affected personnel.

D. Equivalency Credit for Continuing Training - Commanders and above may petition the AzPOST Board for equivalency credit to satisfy in whole or in part the continuing training requirement.

(1) Information Required for Request

- (a) Individual requests for AzPOST approval require the submission of a petition describing the training program, the name of the institution or organization, the number of hours attended, and the dates attended.
- (b) A certificate or other verification of attendance will also be required.

(2) Submission of Request

- (a) Petitions should be forwarded through the Advanced Training Support Unit.
- (b) Once the AzPOST Board approves the equivalency credit, Department training records will be updated by the academy.

11. **REMEDIAL TRAINING**

A. General Information

- (1) Remedial training may be assigned in place of or in addition to formal disciplinary measures.
- (2) Remedial training is classified as critical subject training or non-critical subject training.

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11. A. (3) Bureau/precinct commanders/administrators are responsible for identifying employees in need of remedial training.

B. Critical Subject Training

- (1) Critical subject training includes those subject areas related to the employee's technical proficiency in matters directly affecting the safety of the public or the employee's own safety.
- (2) Employees who require remedial training in critical subject areas will be referred to the Training Bureau.
 - The recommended remedial training will be at the direction of the Training Bureau commander or designee.
- (3) At the discretion of the Training Bureau commander, an employee may be temporarily transferred to an assignment specializing in the subject area in which remedial training is required.

C. Non-Critical Subject Training

- (1) Non-critical subject training includes those subject areas not affecting the safety of the public or the employee.
- (2) Bureau/precinct commanders/administrators are responsible for making sure remedial training in non-critical subject areas is provided to their employees.
 - Each situation will be reviewed by the employee's supervisor for the development of a training program.
- (3) At the discretion of the bureau/precinct commander/administrator, an employee may be temporarily transferred to an assignment specializing in the subject area in which remedial training is required.

D. Remedial Training Attendance

- (1) Attendance by employees scheduled for remedial training is mandatory.
- (2) Employees failing to attend as scheduled will be referred to their immediate supervisor for evaluation of their continued fitness for duty.
- (3) All remedial training provided by the Training Bureau will be documented in the employee's training records.
- (4) All remedial training conducted by the bureau/precinct will be documented in the employee's notes.

12. **OTHER TYPES OF DEPARTMENTAL TRAINING**

A. New Employee Orientation	• All newly hired employees will receive training regarding the agency's role, purpose, goal, policies, and procedures. • In addition, new employees will attend new employee orientation where they will receive an Employee Manual and training in: * Working conditions and regulations. * Responsibilities, rights, and benefits of employees.
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12. **OTHER TYPES OF DEPARTMENTAL TRAINING** (continued)

B. Civilian Employee Training	<u>On-the-Job Training</u> - All newly hired civilian employees will receive training in addition to orientation prior to the assumption of job responsibilities. - Training may be limited to supervised, on-the-job training. - Training for employees who deal with the public will stress not only the technical skills required to perform the job, but also the need for a positive Department/community relationship, to include but not limited to dealing with the mentally ill. <u>Continuing Training</u> - In-service training will be provided to civilian employees to update skills and to increase knowledge for new job responsibilities, where required. - It will be the bureau/precinct commander/administrator responsibility to determine training needs of civilian employees on an annual basis.
C. Non-Lethal Force Training	<u>Non-Lethal Force Training</u> - Non-lethal force training includes, but is not limited to: - Impact weapons - Arrest tactics - Officer risk reduction - Searching and handcuffing - High-risk stops <u>Tactical Review Team</u> - Will provide instructional content advice to the Training Needs Committee and the Advanced Training Detail. - Will be a permanent subcommittee of the Training Needs Committee. <u>Instruction</u> - The Training Bureau will approve non-lethal force instructors. - An instructor approved by the Training Bureau will conduct all in-service Departmental non-lethal force training. - Requests for non-lethal force training will be forwarded to the Training Bureau commander, who will ensure the training is provided. - All training records for non-lethal force instruction will be forwarded to the Academy Records Detail, which will ensure the records are accurately maintained and available upon request.
D. Supervisory Training	<u>Supervisor School</u> - Supervisor school is a block of instruction presented by the Advanced Training Detail at the Training Bureau. - All employees promoted to first-line supervisory positions will attend supervisor school or equivalent training. - Training includes, but is not limited to: - Management philosophy - Leadership - Employee development - Management skills - Tactical considerations - The supervisor school presented by the Advanced Training Detail meets the prerequisites for the two week Supervisory Academy presented by the City Human Resources (HR) Department. Although completion of the additional academy is not mandatory for first-line supervisory positions, it is highly recommended. <u>EXCEPTION:</u> Civilian employees are required to take the Performance Management prerequisite class through City HR.

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12. **OTHER TYPES OF DEPARTMENTAL TRAINING** (continued)

D. Supervisory Training (continued)	<u>Patrol Supervisory Skills Development Program</u> - The Patrol Supervisory Skills Development Program is conducted by the Patrol Division. A quarterly training class for in-service supervisors will be hosted by one of the precincts on a rotating basis in accordance with Patrol Division policy. <u>Sergeant-in-Training (SIT) Program</u> - Provides on-the-job training to newly promoted sergeants and those on a certified sergeant's promotion list. - Participation in or assignment to the SIT program is based on current and anticipated vacancies. - Entry into the SIT program or attendance to the introductory two-week supervisor's school is not a guarantee of promotion. - The Office of Administration (OOA) is responsible for ensuring a pool of three to five officers next in line on the certified sergeant's promotional list are assigned to a precinct to begin their on-the-job training. - Unless prior approval is received from the Patrol Division assistant chief, all bureaus, when notified, will release those officers selected to participate in the SIT program. - Patrol Division will replace those officers selected.
E. Specialty Assignment Training	- All employees working in a specialty assignment on a permanent basis will receive training upon initial transfer to the assignment. - Refer to the specialty assignment bureau manual to determine the responsible person for this training. - The training will include: - Development and/or enhancement of skills, knowledge, and abilities particular to the specialized assignment. - Management, administration, supervision, personnel policies, and support services of the bureau in which the employee is assigned. - Supervised on-the-job training. - On-the-job training will not be considered for Department training records.
F. Return to Patrol Training	- All employees returning to patrol, who have been out of a patrol capacity for more than 18 months, will be required to attend training as prescribed by the Training Bureau. - Employees are responsible for attending this mandatory training within three months of being transferred. - Employees will review the uniform policies for the required equipment necessary for patrol operations.
G. Department Medical Program	- An eight hour course, certified through the National Association of Emergency Medical Technicians (NAEMT), which teaches the Tactical Combat Casualty Care (TCCC) or Tactical Emergency Casualty Care (TECC) curriculum - Coordinated and taught by the Safety Unit - Proof of completion of the medical program through the Department or a comparable certifying agency is required for employees to carry an individual first aid kit (IFAK) (see Operations Order 4.1.03, Body Armor and Gun Belt uniform policy for information on the IFAK).

13. **FEDERAL BUREAU OF INVESTIGATION (FBI) NATIONAL ACADEMY TRAINING**

A. Selection Process	- Consists of a Department file and résumé review, oral interview, and physical fitness test (to be completed no less than three months prior to attending the FBI National Academy) - The applicant must be a commander or lieutenant and must meet the following requirements: - Free of health problems and able to participate in firearms, defensive tactics, strenuous physical exercise, and other activities required by the FBI National Academy. (continued on next page)
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13. **FBI NATIONAL ACADEMY TRAINING** (continued)

A. Selection Process (continued)	* Remain employed with the Department for a minimum of three years following the completion of the training. An employee who decides to leave prior to the end of the three-year period will be required to reimburse the Department at a rate measured against the remainder of the three-year commitment. • Applicants must be willing to accept reassignment upon return from the FBI National Academy. • Successful applicants will be placed on a two-year eligibility list with the Police Chief being the final selecting authority.
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14. **COMMUNICATIONS OPERATORS TRAINING REQUIREMENTS**

A. General Information – In compliance with national industry standards (APCO), all Communications Operators are required to complete a minimum of twenty-four hours of continuing education or recurrent training annually.

- (1) Employees who fail to meet these standards are subject to discipline.
- (2) Training will be developed through the Communications Bureau/Training Bureau.
 - It is the employee's responsibility to ensure minimum requirements are met and submit any appropriate documentation.

15. **TRAINING RECORDS/DOCUMENTATION**

A. Maintenance of Training Records - The Training Bureau will maintain training records for all Department employees on a computerized system.

B. Documentation of In-Service Training

- (1) At the conclusion of a class considered to be in-service training, the lead instructor will forward a roster to the bureau/precinct training representative.
- (2) The roster should include:
 - Lesson title
 - Date presented
 - Name and serial number of participants
 - Test results, if administered
 - Course number
 - Length of class
 - Names of instructors
- (3) A training roster form is available from any training representative.

C. Submission of Information for Training Records

(1) AzPOST Form PA-3

(a) Employees who would like their training included on the Department's computerized training records system must submit a completed [AzPOST Form PA-3](#), or submit an approved Department Training Roster.

- Certificates of training are not acceptable as evidence of AZPOST approved hours.

(b) Employees will submit the form to their immediate supervisor for review.

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15. C. (2) Supervisor's Responsibilities

- (a) The employee's immediate supervisor and training representative will review the documentation form/s to ensure the criteria are met for entry into the training records system.
- (b) Once it is determined the necessary criteria have been met, the proper documentation will be forwarded to the Training Bureau.

(3) Training Representative Responsibilities

- It will be the responsibility of bureau/precinct training representatives to ensure the Advanced Training Unit receives the final documentation form.

(4) Review of Training Records/Employee Responsibilities

- (a) Employees may obtain or review a copy of their training record by contacting their bureau/precinct training representative.
- (b) Employees are encouraged to review their record for accuracy.
- (c) Evidence of all training not eligible for entry into the training records system must be maintained by each employee for their résumé and/or other purposes.

Last Organizational Review: